



DELAWARE RIVER BASIN COMMISSION
P.O. BOX 7360
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Phone: (609)883-9500 Fax: (609)883-9522

Carol R. Collier
Executive Director

October 18, 2005

REQUEST FOR PROPOSAL & QUOTATION

To Whom It May Concern:

The Delaware River Basin Commission ("Commission") is accepting proposals from qualified individuals / firms to conduct an inspection and issue a report with recommendations for the purpose of identifying ways that the Commission could improve the performance and function of the heating, ventilation, air conditioning, lighting and other power using equipment as well as ways that the Commission could employ cost effective onsite generation.

The Commission Headquarters building was constructed in 1970 and the HVAC System has been serviced and maintained and monitored by a major service company.

Contractors Tasks:

- 1) An inventory noting the condition, efficiency and performance of all the equipment associated with heating, ventilating, air conditioning, lighting and major power consuming components of the building, control technologies should also be considered.
- 2) A matrix of options to enhance the efficiency and performance of components. The matrix should include an estimated first cost, estimated energy savings, description of performance enhancement and simple payback assuming a 3% escalation in energy prices. Several options can be presented for equipment replacement.
- 3) Options for providing onsite power through renewable energy or conventionally fueled systems.
- 4) Recommendations for an optimized combination of technologies that meet the cost/benefit needs of the Commission.
- 5) Description of financial options for procurement, e.g. performance contraction, capital lease, cash purchase and the advantages and disadvantages of each.
- 6) Development of bid documents for the equipment repair, replacements, and routine maintenance selected by the Commission based on the evaluation of the contractor reports.

Interested parties shall submit seven (7) copies of:

- (a) a proposal for the work including documentation of their qualifications and
- (b) cost estimates (including completed Table 1) in a separate sealed envelope marked "Cost Proposal" to:

Richard C. Gore, Chief Administrative Officer
Delaware River Basin Commission
25 State Police Drive
P.O. Box 7360
West Trenton, NJ 08628

Submitted proposals must be received at the Commission office no later than 4:00 p.m., Friday, November 25, 2005. Proposals received after this time will not be considered. The cost proposal must not exceed 10 pages (5 sheets, double-spaced, two-sided printing, font no less than 11.5 pt). Supporting documentation is similarly limited to 20 pages (10 sheets, double-spaced, two-sided printing, font no less than 11.5 pt). Proposals and supporting documentation exceeding the specified page limit will not be considered. The cost proposal must include completion of Table 1 attached to this document. Should the Commission require additional services beyond those specified in this RFP, the consultant should include an hourly rate schedule for additional services for each of the five key tasks specified.

All work must be completed no later than 90 calendar days from the execution of a contract.

A Pre-proposal Meeting will be held at the Commission office on Friday, November 4, 2005 at 10:00 a.m. Interested parties are encouraged to attend.

The qualifications shall demonstrate the firm's ability to perform the work and shall address, at a minimum, the following:

- Experience, reputation and demonstrated abilities.
- Names and resumes of individuals that will perform this work.
- Expertise pertaining to this project, include details of similar studies; identify the client, costs and a brief description of the project.
- Capabilities to meet needs within the time frame required.
- Location of the office where work will be performed.

The Commission reserves the right to reject any submittals. Attached is the [Commission's standard contract](#). If the contractor cannot execute the contract in its current form, the contractor must describe the exceptions in the cost proposal.

(Place in a separate sealed envelope marked “Cost Proposal”)

TABLE 1: ESTIMATED TIME AND COST PER TASK

<u>TASK</u>	<u>ESTIMATED LABOR</u>		<u>NON LABOR</u> <u>COST</u>	<u>TOTAL TASK</u> <u>COST</u>
	Hours	Cost	(if applicable)	
1) An inventory noting the condition, efficiency and performance of all the equipment associated with heating, ventilating, air conditioning, lighting and major power consuming components of the building, control technologies should also be considered.				
2) A matrix of options to enhance the efficiency and performance of components. The matrix should include an estimated first cost, estimated energy savings, description of performance enhancement and simple payback assuming a 3% escalation in energy prices. Several options can be presented for equipment replacement.				
3) Options for providing onsite power through renewable energy or conventionally fueled systems.				
4) Recommendations for an optimized combination of technologies that meet the cost/benefit needs of the Commission.				
5) Description of financial options for procurement, e.g. performance contraction, capital lease, cash purchase and the advantages and disadvantages of each.				
6) Development of bid documents for the equipment repair, replacements, and routine maintenance selected by the Commission based on the evaluation of the contractor reports.				
TOTAL COSTS				

SIGNED: _____ DATE: _____

PRINT NAME: _____

COMPANY _____

NAME & _____

ADDRESS: _____
